

ADMINISTRATION OF THE FAP AGREEMENT
(MCB BUTLER, MCAS FUTENMA, CAMP FUJI)

1. Purpose. To provide guidance and administrative instructions pertaining to personnel assigned to Marine Corps Base, Camp Smedley D. Butler, MCAS Futenma and Camp Fuji in connection with the FAP. Administrative instructions for MCAS Iwakuni are published in enclosure (6).

2. Manning. Normally, the sourcing command will man MOSs at the same level they are being manned not to exceed the requirements contained in the enclosures. For example, if the 3d Marine Division has 75% of its T/O for MOS 3381, the minimum manning of their FAP requirement for MOS 3381 is 75%. "B" billets (i.e. 9916, 8911, 8531, and 8532) will be manned at the same percentage of the overall manning of the sourcing command. Example, if the 3d Force Service Support Group's overall manning is 82% of their T/O, then 82% of their FAP "B" billet requirements will be manned. However, as long as the sourcing command continues to be manned above 80% of their T/O, the FAP billets will be manned at no less than 80%. In addition, any MOS identified via SORTS as critical, will not be fapped until the MOS is no longer C-4. Individual MSCs are authorized to negotiate with Base for 6 month tours for non-critical FAP requirements.

a. The following caveats are applicable:

016X OCC FLD. MSCs will FAP all Marines with an 016X MOS to MCB. Assign all 016X's to line number 151. Two Marines MOS 0161 will be provided on a continuing basis to FSSG to support the 31st MEU.

31XX OCC FLD. 3d FSSG will retain one Marine with a 31XX MOS (Sgt and below); FAP remaining Marines with MOS 3112 to MCB with the exception of those 3112's identified for FAP assignment to MCAS Futenma. (Assign all 31XX's being fapped to MCB to line number 771A).

43XX OCC FLD. MSCs will FAP all 43XX OCC FLD Marines to MCB. Assign all 43XX's to line number 1825.

46XX OCC FLD. MSCs will FAP all 46XX OCC FLD Marines to MCB. Assign all 46XX's to line number 230 with the exception of MOS 4615.

58XX OCC FLD. MSCs will send 58XX OCC FLD Marines to FAP as follows: 3d FSSG: FAP all but five 5811 Marines (1 SNCO/4 Sgt and below) to MCB; 3d MarDiv: FAP all but four 5811 Marines (4 Sgt and below) to MCB (3 MPCadre, 1 MP Div Schs); 1st MAW: Retain two 5811 Marines (Sgt and below) for MWLK, FAP the remaining 58XX Marines to MCB (Assign all 5811's to line number 1726, assign all 5821's to line number 1793A).

8538. MSCs will FAP all Marines with an additional MOS of 8538 to MCB. Assign all 8538's to line number 190.

b. The following actions will necessitate total review of the FAP Agreement:

(1) Bi-annual review.

(2) Unit deployed program suspension.

(3) Significant unit deactivation or cadre action affecting Marine Corps Base or PMF structure changes (i.e., permanent or temporary gains/losses).

3. Assignment

a. Personnel assignments in support of this agreement will be on an individual basis. FAP orders will be issued directing assigned personnel to report to the Commanding General, Marine Corps Base, Camp Smedley D. Butler, MCAS Futenma and Camp Fuji Commanding Officers for duty. The orders will indicate the T/O and T/O line number against which the individual is charged. Marines assigned to FAP will be assigned to the line number assigned by the parent command. Reassignment to another FAP line number may be done only with the concurrence of the parent command.

b. Personnel awaiting Convening Authority/Supervisory Authority (CA/SA) action on courts-martial may be reassigned to non-sensitive billets as deemed appropriate by the FAP unit. Those personnel so reassigned and considered essential to operational effectiveness will be replaced by the unit tasked to fill the billet.

c. Personnel will be assigned to the FAP per the policy set forth in reference (c) and as footnoted in this Order for specific billets.

d. Grade substitution of one grade above or below the T/O grade is authorized except where otherwise indicated by the appropriate footnote. Substitutions exceeding one grade must be approved by the Commanding General, Marine Corps Base, Camp Smedley D. Butler (PersO).

e. Per reference (a), the duration of FAP assignments is unlimited for FAP personnel who are filling a T/O billet commensurate with their primary or additional MOS.

f. Certain FAP billets involve major property accounts and should be filled by personnel who can remain in the position for a minimum of one year. Assignment of UDP personnel often results in excessive use of temporary responsible officers, which causes frequent inventories. Frequent shut downs for inventory reduce service to an unacceptable level; therefore, every effort must be made to stabilize responsible officer FAP billets. Such billets are indicated by appropriate footnotes.

g. Personnel with disciplinary/medical action pending or who have an extensive history of disciplinary/medical problems will not be assigned to FAP.

h. Not later than the 5th of each month, the MCB, Camp Butler, AC/S G-1 will provide a list of vacant FAP billets to the AC/S G-1/S-1 of commands providing Marines to the FAP. Commands will have seven days to review the list and provide the estimated date the vacancies will be filled.

i. All FAP issues regarding vacancies and noncompliance with the FAP agreement will be negotiated between the AC/S G-1, MCB, Camp Butler and the AC/S, G-1/S-1 of the unit providing the FAP for adjudication. Each major subordinate command is authorized to directly contact the Commanding General, MCB, Camp Butler (PersO) concerning de-fapping Marines at the conclusion of their tour.

4. Reporting and Termination

a. In order to ensure proper manpower control over the large numbers of continuously rotating FAP personnel, the following procedures will be followed:

(1) The parent G-1/Personnel Sections will inform subordinate organizations of their specific FAP obligations

(2) The G-1/Personnel Officers will provide the Commanding General, MCB, Camp Butler (PersO) with a copy of the individual FAP orders to provide a means to determine if individuals are reporting properly. FAP orders must include line number to which assigned and report date. The FMF G-1s or Personnel Officers will only assign personnel to the FAP after they have been properly joined by their parent units.

(3) Personnel assigned to FAP will report with their service, medical and dental records; all personal effects; and

their 782 gear (career length issue). Personnel assigned to the FAP with MCAS Futenma will report in person to the Manpower Office, Building 101, MCAS Futenma with their service, medical and dental record; all personal affects; and all 782 gear. Personnel assigned to Camp Fuji will report to the Commanding Officer, Headquarters Battalion, Camp Fuji with their service, medical and dental records and all personal effects.

(4) Upon joining a Marine to the FAP, the Personnel Officers of MCB, Camp Butler and MCAS Futenma will inform the FMF command of the actual join date to ensure agreement of FAP fill status and to maintain similar manpower records. This notification may be done by providing the FMF command with a copy of the individual's reporting endorsement.

b. MCB Division/Branches and MCAS Futenma Sections will not request FAP termination unless every effort was made to reconcile problem area(s). In the event corrective action was unsuccessful/disciplinary action was not considered warranted, appropriate page 11 entries will be made in the Marine's SRB. Requests for early de-FAP for purposes/reasons other than normal rotation should be requested in writing from the division/branch to the Base Personnel Officer via the chain of command and should include full narrative justification for the de-FAP. In all cases involving substandard performance/conduct, appropriate disciplinary or administrative action will be completed prior to requesting de-FAP. The completed action will be documented in the Marine's SRB.

c. Duty under the FAP will not be terminated strictly for disciplinary action or medical problems, unless these problems prevent service in the billet assigned and the Marine cannot be effectively utilized in any other FAP Billet line number. If, for disciplinary reason, the parent command requests termination, this request will be honored. In each of the above cases a replacement is required.

d. The command G-1/Personnel Officers will notify MCB, Camp Butler (PersO) and MCAS Futenma (ManpowerO) concerning flight dates for FAP Marines. The FAP Marines will be de-FAPed seven calendar days prior to the flight date.

e. Administrative separation packages recommended by the Commanding Officer, Headquarters and Service Battalion, MCB, Camp Butler and the Commanding Officer, MCAS Futenma and Camp Fuji will be routed via the Marine's parent command (AC/S G-1) prior to submission to the Commanding General, MCB, Camp Butler for decision.

5. Return of Non-effectives. FAP personnel who become ineffective for extended periods of time will be terminated as follows:

a. Personnel in an unauthorized absence status will be terminated on the 25th day of absence. The Commanding Officer having administrative control of a Marine's service record will complete the appropriate SRB entries, complete and file the unit punishment book on the document side of the record book, forward the 10 day letter to the absentee's next of kin, and make the 24 hour telephone call. A copy of the letter will be filed on the document side of the SRB. The parent command will complete the notice on the 31st day.

b. Personnel in hands of civil authorities will have their FAP orders terminated on the 25th day of incarceration. If appropriate, recommendations will be prepared and submitted by the Commanding Officer having administrative control of the Marine's service records for administrative discharge per reference (e) prior to terminating FAP orders.

c. Personnel who are hospitalized for a period in excess of 25 days will have their FAP orders terminated on the 25th day of hospitalization. Personnel requiring routine, short-term hospitalization will be retained.

d. Personnel who are attached to another command for humanitarian reasons will be de-fapped on the 25th day after the day of attachment.

e. In each of the above cases, the Commanding Officer having administrative control of the Marine's service record will ensure the individual's personal effects; organizational clothing and equipment are inventoried within 48 hours prior to FAP termination, if required. The personal effects, organizational clothing and equipment, with all service records, will be delivered to the parent unit as appropriate.

f. Expeditious delivery of service records and termination of FAP orders to the parent unit of personnel whose FAP is terminated while in an absent or hospitalized status will be accomplished by the Commanding Officer having administrative control of the service record.

g. The Commanding General, MCB, Camp Butler and the Commanding Officer, MCAS Futenma, reserve the right to make a local determination based on existing circumstances, for the termination for cause of any individual to the FAP when it is obvious that such assignment is detrimental to the spirit and intent of this program.

6. Personnel Administration

a. Unit diary entries will be made per the Marine Corps Total

Force System Personnel Reporting Instructions Manual (MCTFS PRIM). Commanders will ensure that prior to assignment to FAP, all Marines MCTFS data on a Marine is current (i.e., Record of Emergency Data updated, Rotation Tour Date, Date Current Tour Began, Join Entry, etc.). Platoon Codes will not be changed by the Marine's parent command once a Marine is sent "To FAP." Appropriate platoon codes will be locally assigned for personnel accounting.

b. Service Records

(1) Officer Qualification Records (OQRs) and Service Record Books (SRBs) will be maintained per reference (f). The OQR/SRB will accompany personnel when reporting for FAP. Parent units will ensure that each OQR/SRB is audited and all administrative details are completed/initiated prior to personnel reporting to the FAP unit. If the OQR/SRB is not available, personnel will be sent with a temporary record and the original record will be forwarded when received. Record of Emergency Data (RED), Serviceman's Group Life Insurance (SGLI) and other unit diary entry's will be accomplished at the Marine's parent unit prior to assignment to FAP.

(2) While in a FAP status, the Commanding Officer, Headquarters and Service Battalion, MCB, Camp Butler and the Commanding Officers of MCAS Futenma, MCAS Iwakuni, and Camp Fuji are responsible for all administrative matters concerning FAP Marines. This includes but is not limited to: promotions, legal matters, pay and entitlements, family welfare, medical and dental readiness, service record maintenance, fitness reports and individual and unit inspections. Marines will not normally be returned to their parent commands for the sole purpose of standing inspection.

7. Career Planning. The career planning and reenlistment of Marines assigned to FAP will be the responsibility of the Commanding Officer with the administrative control of the service record. This includes requests for reenlistment, extensions of contract, lateral moves, etc.

8. Billeting and Training

a. Personnel will normally be billeted and subsisted at the camp where assigned to duty. This is the responsibility of the Commanding Officer with the administrative control of the service record.

b. The Commanding Officer, Headquarters and Service Battalion, MCB, Camp Butler and the Commanding Officers of MCAS Futenma, MCAS Iwakuni, and Camp Fuji will ensure all individual and unit training is conducted.

9. Leave/TAD Procedures. The Commanding Officer with the administrative control of the Marine's service record controls the leave, liberty, administrative absences, Temporary Additional Duty and Permissive Travel Orders, for personnel assigned to FAP. The exception to this are Marines assigned to the Air Contingency Force (ACF). These Marines will not be authorized leave, liberty, administrative absence, or TAD that will allow them to leave Okinawa. All requests pertaining to the Marines assigned to the ACF will be referred to the Marine's parent organization (The ACF may rotate from battalion to battalion, month to month). Each FMF command must notify the Commanding General, MCB, Camp Butler and the Commanding Officer, MCAS Futenma of any Marine assigned to the ACF.

10. De-FAP Exercises/Contingencies. In order to ensure a smooth evolution for all de-FAP exercises and actual contingencies, the following procedures will be used:

a. The FMF command/commander whose personnel are to be returned will issue recall instructions, specifying effective date and duration of recall. A lead-time of five days should be allowed, if possible. In a drill or actual contingency, however, there is no need to wait for the actual implementation order to begin preparation action.

b. Upon notification of intended de-FAP, the FMF command personnel officer will identify all personnel concerned.

c. The parent command will notify the FAP command of the gear required by the individual Marine. In the case of an exercise, the individual's gear will remain with the Marine's FAP unit. In the event of an actual contingency de-FAP, all the Marine's gear will be returned to the parent command for storage.

d. The Commanding Officer, Headquarters and Service Battalion, MCB, Camp Butler will arrange for transportation of FAP personnel to their parent unit.

e. Upon completion of the exercise/contingency, appropriate FAP Marines will be returned to the Commanding Officer, MCB, Camp Butler and resume their assigned duties.

f. The schedule of events for the exercise is as follows:

<u>EVENT</u>	<u>RESPONSIBLE COMMAND</u>
Warning Order/LOI issued	Parent Command
Coordination/Identification of MCB Personnel	Parent Command
Movement to control command	MCB (HQSVCBn)

Movement to parent command	Parent Command
Return to control point	Parent Command
Return to FAP unit	MCB (HQSVCBn)
After Action report as appropriate	MCB/Parent Command

Permanent Change of Station Procedures

- a. The FMF command is responsible for requesting the required port call in all instances.
- b. For those Marines assigned to FAP who are returning to CONUS for discharge or other separation action, the Commanding Officer, Headquarters and Service Battalion, Camp Butler is responsible for ensuring that all physical examination requirements and administrative requirements pertaining to separation are completed PRIOR to the de-FAP date. In this regard, the required physical exam processing and TAMP should be initiated no less than 60 days prior to the Marine's RTD.
- c. The Commanding Officer, Headquarters and Service Battalion, Camp Butler, MCAS Futenma and Camp Fuji will accomplish all screening requirements pertaining to special assignments (i.e., Drill Instructor, Recruiting, I-I Duty, etc.). However, the parent command is responsible for providing written notification to include a copy of their Permanent Change of Station Orders in each case where a Marine assigned to FAP requires screening.

Emergency leave Procedures

- a. Emergency leave procedures for personnel assigned to the FAP program will normally be the same as those for non-FAP Marines assigned to the unit. The following exceptions apply:
 - (1) Those Marines qualifying for modification of Permanent Change of Station Orders (less than 90 days to RTD) will be de-FAPed to the parent command.
 - (2) Those Marines assigned from a six month unit deployment battalion/squadron will have their request referred to the appropriate parent command on a case-by-case basis as determined by the Base Personnel Officer. In all cases where emergency leave is considered appropriate, the Marine will be de-FAPed.
- b. In all cases, references (h) and (j) will be used in processing emergency leave requests.